



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: FORMAL ANNUAL CONTRACT FOR OFFICE SUPPLIES

Solicitation Number: 6100005505

Description: The City of San Antonio is soliciting bids for the purchase and delivery of general office, break room, first aid, and computer supplies including toner to be purchased on an “as needed” basis by various departments and facilities Citywide.

Applicable Product Categories: 080, 207, 310, 345, 615, 620, 785

Date Issued: FEBRUARY 23, 2015

Bid Due Date & Time: MARCH 20, 2015 at 2:00 P.M. CT

Pre-Submittal Conference: YES

Pre-Submittal conference will be held on MARCH 4, 2015 at 1:00 PM CT at RIVERVIEW TOWERS, 111 SOLEDAD, STE.1100 Hill Country Conference Room, San Antonio, Texas.

A conference bridge has been set up for this pre-submittal conference. If you are unable to attend in person, please utilize the call-in information below:

Dial in from your phone or video endpoint:

Meeting ID: 9150

Local Access: 210-207-8000

Toll-Free: 855-850-2672

Staff Contact Person: VELMA FONTENOT, PROCUREMENT SPECIALIST II,  
VELMA.FONTENOT@SANANTONIO.GOV

**To view this solicitation**, go to <https://supplierservice.sanantonio.gov/iri/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response.

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov)

**Note:** After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.